

Q/PF/575/70/2022
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 12th December, 2022

Advertisement for Engagement of two (02) Consultants for Rapid Response Cell (RRC) Division of the Ministry of External Affairs

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **two (02)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

Name of the Position: Consultant (Medicines & Surgical Items Procurement)

Number of Positions: 01 (One)

1.	Nature of Duties		<ul style="list-style-type: none">• Coordinate with territorial divisions and analyse the received HADR requests (especially medicines and surgical items).• Rationalize the item list as per the budget allocation for the specific grant/aid, in consultation with territorial division.• Formulation of tender document for procurement and transportation of medicines and surgical items• Provide specifications of medicines and surgical items.• Advise on requirements regarding regulatory approvals for supply of medicines and surgical items to beneficiary country.• Process the case for requisite administrative and financial approvals.• Prepare draft supply orders and draft sanctions.• Launch tender on GeM/Central Public Procurement (CPP) portal.• Process technical and financial evaluation of bids.• Conclude the tender and issue supply order.• Process the bills on successful delivery of medicines and surgical items.
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			<ul style="list-style-type: none"> • All day-to-day matters pertaining to above & any other responsibilities assigned by the Head of Division.
2.	Qualifications/ Essential Criteria		<ul style="list-style-type: none"> • Applicant should only be an Indian National. • A Graduate/ Post Graduate degree in Pharmaceuticals, or related field. • At least 05 years experience in procurement of medicines and surgical items. • Knowledge and experience of procurement through GeM/ CPP portals. • Knowledge of GoI financial regulations and procurement rules. • Good communication skills. • Good skills in English speaking and writing. • Working knowledge in computers for preparing documents, presentations, data sheets etc. • Maximum age limit of the candidate is 63 years.

Name of the Position: Consultant (Medical Equipment Procurement)

Number of Positions: 01 (One)

1.	Nature of Duties	<ul style="list-style-type: none">• Coordinate with territorial divisions and analyse the received HADR requests (especially medical equipment).• Rationalize the item list as per the budget allocation for the specific grant/aid, in consultation with territorial division.• Formulation of tender document for procurement and transportation of medical equipment.• Provide specifications of medical equipment.• Advise on requirements regarding regulatory approvals for supply of medical equipment to beneficiary country.• Process the case for requisite administrative and financial approvals.• Prepare draft supply orders and draft sanctions.• Launch tender on GeM/Central Public Procurement (CPP) portal.• Process technical and financial evaluation of bids.• Conclude the tender and issue supply order.• Process the bills on successful delivery of medical equipment.• All day-to-day matters pertaining to above & any other responsibilities assigned by the Head of Division.
2.	Qualification/ Essential Criteria	<ul style="list-style-type: none">• Applicant should only be an Indian National.• A Graduate/ Post Graduate degree in Biotechnology, or related field.• At least 05 years experience in procurement of medical devices/equipment.• Knowledge and experience of procurement through GeM/CPP portals.• Knowledge of GoI financial regulations and procurement

			<p>rules.</p> <ul style="list-style-type: none"> • Good communication skills. • Good skills in English speaking and writing. • Working knowledge in computers for preparing documents, presentations, datasheets etc. • Maximum age limit of the candidate is 63 years.
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COMMON CRITERIA FOR BOTH THE POSITIONS

1.	Period of Consultancy	:	<p>Initially for 01 (One) year</p> <p>The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.</p>
2.	Desirable Criteria	:	<ul style="list-style-type: none"> • Experience of working in public or government sector. • Experience of medical logistics and pharmaceutical supply chain.
3.	Job Location	:	<p>Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.</p>
4.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • For retired Government of India Officials: The remuneration will be as per the prevailing Government of India norms. • For candidates from the open market: The remuneration package will be commensurate with the experience and profile of the selected candidate subject to maximum of Rs.10 lakh per annum. The amount of remuneration so fixed shall remain unchanged for the term of contract. No increment and dearness allowance shall be allowed during the term of contract. • Deduction of mandatory taxes will be applicable. • The employment will be strictly contractual and will not confer any other benefits to the selected candidate. • In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with

		<p>Under Secretary in the Ministry.</p> <ul style="list-style-type: none"> • The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the Ministry. • No HRA shall be admissible. • The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise during the term of engagement with this Ministry. • Paid leave of absence may be allowed to the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made. • The selected Consultant will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
5.	How to apply :	<ul style="list-style-type: none"> • The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • The envelope containing the applicants' details as mentioned above should be clearly labeled Application for the position of Consultants in RRC Division of Ministry of External Affairs and sent to: <p style="text-align: center;">Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan,</p>

23-D, Janpath, New Delhi 110011

Note: Applications received through email will not be considered.

- The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.
- Documents/certificates in support of educational qualifications, experience in Govt. service and PPO Order etc, should be attached with the application.
- The applications should include the contact details of the candidate, including residential address, email ID and land line and mobile numbers.
- Ministry of External Affairs will review the applications and short list the candidates it considers suitable for interview. The short-listed candidates will be intimated by email.
- The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.
- Applicants will have to make their own arrangements to reach the place of interview.
- No TA/DA will be payable by the Ministry to Applicants for attending interview.
- The final selection will be based on their performance at the interview.
- The decision of the Government regarding selection of candidates will be final.

The last date for receiving applications is **02nd January, 2023 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

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ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANTS IN RRC DIVISION OF
THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
[Only for Indian Nationals]**

Paste your
passport size
photo here

1. Name of the Position applied for :
2. Name :
3. Father's Name/Husband's Name :
4. Date of Birth :
5. Gender :
6. Educational Qualifications :
7. Mobile No. :
8. Email ID :
9. Address for Communication :
10. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

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11. Details of courses/ training programs attended, if any:

12. Languages known with level of proficiency:

13. Details of previous Consultancy, if any :

14. Date of retirement, Post and Department from which retired:
(Please attach a copy of retirement order and PPO)

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

16. Remarks, if any :

(Signature of candidate)

Date: